## Approved For Release 2002/09/28 PiOIATRDP7/6400883R000100060024-6

70: Records Administration Branch 702 Magazine Building	FROM: 'DIPECTORATE AND OFFICE) DDI/COMIREX *	ырая выпадавляру, уне финанский компости для и темпен и повейнымы мый выбоссов терейными. У т
SAFES		TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)		11
2 Drawer (free standing)		5
h Drawer (correspondence)	·	13
5 Drawer (correspondence)		2
All purpose (with doors)		
Map and Plan File		
Kardex (Slides)		
- Drawer Card (size card;		
- Drawer Card (size card;	inches per drawer)	
OTHER (describe)		
CABINET	s	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)		1
5 Drawer (correspondence)		8
Map Cabinet Sections		1
Map and Plan File	·	
Kardex (Slides)		
Safe-T-Stack Units		
20- Drawer Card (73/8x31/4size card;	28" inches per drawer)	1
2 - Drawer Card (size card;	16" inches per drawer)	8
OTHER (describe)		

Continue on reverse side

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SHELVING	UNIT WIDTH (in inches)	SECTIONS	SHELVES	SHELVES	TOTAL CAPACITY IN LINEAR FT.
Correspondence type	3611	9	6, <b>-</b> 38	63	189
Library type		and a selection feature attention for or graphical production.	or the second second second	a saw or paid train inspection based 1 - trail to 40-4	
Book Case Sections	33''	9	1 - 4	20	55
Tape shelves			Neg "	Apparent of the second of the	
Conserv-A-File (roll out units)	42-3/4	1 1	10	10	66-2/:
Conserv-A-File-V (side roll)		i			
Elevator (power files)				And the same of th	
Add-A-Shelf			e april a minimum province ( . v., m. m.)	a ik make ini imagan eta a a, an makebaga	The second community of the second community second commu
Movable Shelves (manual)					After the same at 1 \ control and another the proof one of the gr
Movable Shelves (motorized)	***************************************	4 h man (4 h ) 1 h	an their time have be presented.	a y also del fino) estados comos el conteguendos colones delegandos.	
CARD SHELVES (size card;ins per dr)					THE STATE AND ADDRESS OF THE STATE OF THE ST
OTHER (describe) Bookcase	42	3	1 - 2	2	9
Bookcase (Open)	34"	6	2	6	16-1/2
Mosler-Harbor Shelf Cabinet w/door (15") Mosler-Harbor Shelf Cabinet w/door (18")	72'' 72''	3 1	7 7	21 7	126 42
Include number of secure and vault areas including EXSUBCOM and ICRS.  **Vaults -	in which re	ecords a	are sto	red3**	STA

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## FLOOR SPACE UTILIZED BY FILING EQUIPMENT O/DD/I (COMIREX)

Type of Equipment	Quantity	Floor Space (Sq. Ft.)
Safe, 2-drawer, Free standing	5 (2@10sq. ft; 3 under	52 single top)
Safe, 4-drawer	13	130
Safe, 5-drawer	2	20
√Cabinet, 4-drawer	1	10
Cabinet, 5-drawer	I Sush bonds	10
Book-case Sections (w/sliding doors	9	57.6
Book-case (Open)	3	12.3
Conserva-File (Roll-out) (w/5x7 card	d trays) l	13.
Mosler-Harbor Shelf Cabinet (w/slid	ling doors) 3	33.9
Mosler-Harbor Shelf Cabinet (w/slid 18" shelves	ling door) 1	15.
Card File (20-drawer)	1	9
Card File (2-drawer)	8	6.7

NOTES: Above listing does not include filing equipment that does not utilize unique floor space (e.g. under desk safes, bookcase shelves placed on desk tops) nor does it include filing equipment located in a vaulted storage area. It does include, however, filing equipment located in a vaulted area that is used as regular office work space.

Square footage figures are based on instructions given by the Records Administration Staff. They do not reflect the true situation because in many instances space in front of filing equipment is utilized for other than filing purposes when that particular file is not being referred to.